

Headquarters
Washington, DC 20546-0001



December 21, 2006

Reply to Attn of: Office of the Program Analysis and Evaluation

TO: Officials-in-Charge of Headquarters Offices
Directors, NASA Centers

FROM: Associate Administrator, Program Analysis and Evaluation (PA&E)

SUBJECT: NASA Interim Guidance for Standing Review Boards (SRBs)

The new NASA Procedural Requirement, NPR 7120.5D, NASA Space Flight Program and Project Management Requirements, identifies a single review team called an SRB that performs all independent reviews. The office of PA&E has accepted responsibility for development of an SRB Handbook. Interim guidance is being promulgated because ongoing activities on programs and projects require immediate attention.

The purpose of this distribution is to issue interim guidance related to the SRB philosophy, setup, and operational standards prior to the completion of the SRB Handbook. This interim guidance goes into effect immediately for space flight programs and projects and is written to assist the SRBs, Mission Directorates, programs, projects, Centers, and review organizations planning independent reviews.

This guidance shall be in effect for one year from the date above, or until the release of the SRB Handbook, whichever occurs first. This guidance applies to NASA Headquarters and NASA Centers, including Component Facilities that will follow NPR 7120.5D.

The guidance is enclosed with this memorandum and will be posted to the Independent Program Assessment Office (IPAO) website at: <http://ipao.larc.nasa.gov/index.cfm>.

Questions regarding this guidance should be directed to Tim Flores in the Office of PA&E. He can be reached at 757-864-9154.

Concur

Original signed by

Scott Pace

Original signed by

Christopher J. Scolese
NASA Chief Engineer

Date

Enclosure

Officials-in-Charge of Headquarters Offices (December 6, 2006)

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Associate Administrator/Mr. Geveden

Chief of Staff/Mr. Morrell

Deputy Chief of Staff and White House Liaison/Mr. Jezierski

Assistant Administrator for Security and Program Protection/Mr. Saleeba

Associate Administrator for Aeronautics Research Mission Directorate/Dr. Porter

Associate Administrator for Exploration Systems Mission Directorate/Dr. Horowitz

Associate Administrator for Institutions and Management/Mr. Scales

- Assistant Administrator for Diversity and Equal Opportunity/Ms. Manuel
- Assistant Administrator for Human Capital Management/Ms. Dawsey
- Assistant Administrator for Infrastructure and Administration/Ms. Dominguez
- Assistant Administrator for Procurement/Mr. Luedtke
- Assistant Administrator for Small and Disadvantaged Business Utilization/Mr. Delgado
- Executive Director, NSSC/Mr. Arbuthnot

Associate Administrator for Program Analysis and Evaluation/Dr. Pace

Associate Administrator for Science Mission Directorate/Dr. Cleave

Associate Administrator for Space Operations Mission Directorate/Mr. Gerstenmaier

Chief Engineer/Mr. Scolese

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Chief Information Officer/Dr. Pettus (Acting)

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Director, Integrated Enterprise Management Program/Mr. German

Director, Office of Program and Institutional Integration/Mr. Keegan

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Inspector General/Mr. Cobb

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cc:

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Director, Strategic Investments/Mr. Shank
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